

# EMPLOYEE DATA ANALYSIS USING

## EXCEL

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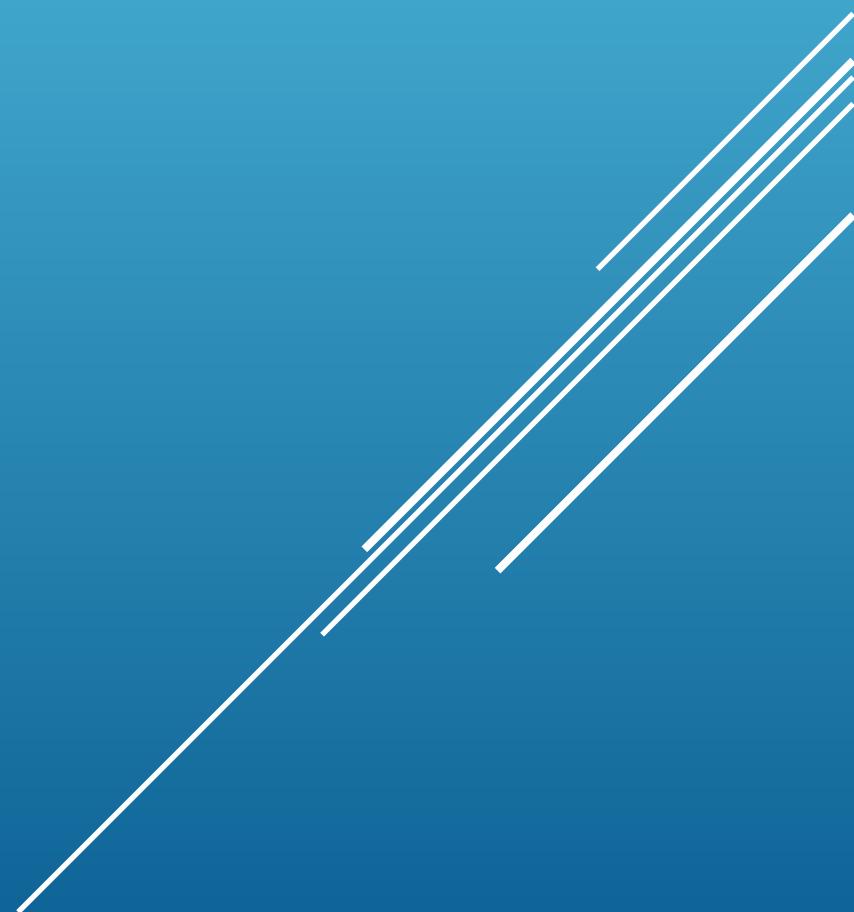
**PROJECT TITLE:**

**EMPLOYEE  
PERFORMANCE  
ANALYSIS USING EXCEL**



# AGENDA:

1. Problem statement
2. Project overview
3. End users
4. Our solution and proposition
5. Dataset Description
6. Modelling Approach
7. Result and Discussion
8. Conclusion



# **PROBLEM STATEMENT:**

- By analyzing employee performance, organizations can make informed decisions, drive growth, and enhance overall success.
- Identifies areas for growth, sets goals, and develops plans for enhancement.
- Sets clear expectations, goals, and standards for employees.
- Aligns individual efforts with organizational objectives.
- Ensures individual performance aligns with organizational goals and objectives.

# **PROJECT OVERVIEW:**

Employee performance analysis is a systematic process to evaluate employee performance, identify strengths and weaknesses, and provide feedback for growth and development.

It involves:

- Setting clear goals and expectations.
- Gathering data on performance metrics.
- Evaluating performance against goals and metrics.
- Providing constructive feedback and coaching.
- Identifying areas for improvement and development.
- Informing decisions on promotions, training, and resource allocation.
- In summary, employee performance analysis is a crucial process to optimize employee performance, inform decisions, and drive business success.

# **WHO ARE THE END USERS?**

- ❖ Employees
- ❖ Employers
- ❖ Manager
- ❖ Organizations
- ❖ Customers
- ❖ shareholders



# OUR SOLUTION AND ITS VALUE PROPOSITION:

- Conditional formatting – missing
- Filter-remove
- Formula-performance
- Pivot-summary
- Gragh,pie chart-data visualization

# **DATA DESCRIPTION:**

- ✓ Employee data-Kaggle
- ✓ 26-features
- ✓ 9-features
- ✓ Employees id – number
- ✓ Business unit
- ✓ Name-text
- ✓ Employees type
- ✓ Performance level
- ✓ Gender-male,female
- ✓ Employee rating-number

# THE “WOW” IN OUR SOLUTION:

- PERFORMANCE LEVEL=IFS(J2>=5,” VERY HIGH ” ,J2>=4,” HIGH ” ,J2>=3,” MED ” ,TRUE,” LOW ” )
- GRAPH
- PIE CHART

# **MODELLING:**

## **1. Data Collection:**

Gather employee data: name, ID, job role, department, etc.- Collect performance metrics: sales, customer satisfaction, project completion, etc.

## **2. Data Organization:**

Create an Excel worksheet for each employee or team- Set up tables for performance metrics and ratings

## **3.Rating Scale Setup:**

Create a standardized rating scale (e.g., 1-5)- Define criteria for each rating level

## **4. pivot table features:**

- Drag-and-drop interface
- Row and column labels

- Values area for aggregated data
- Filters for narrowing data
- Grouping and ungrouping dataPivot tables simplify complex data analysis

## 5.Data Entry:

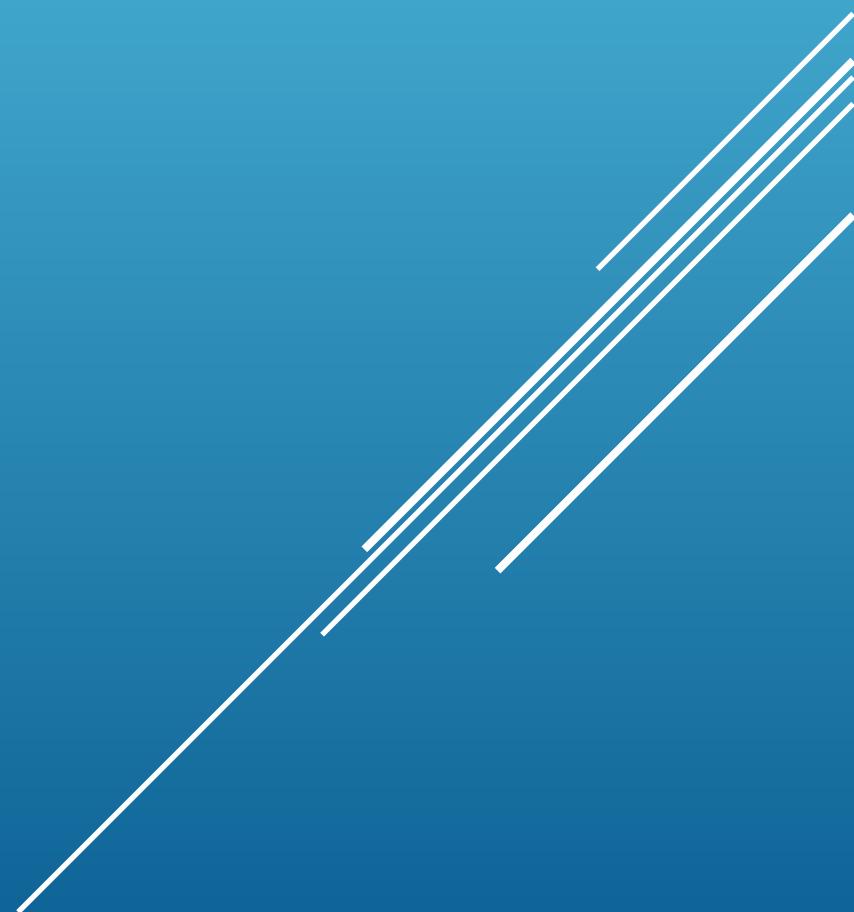
Enter employee performance data into Excel tables- Use formulas to calculate weighted scores

## 6.Charting and Visualization:

Create charts and graphs to illustrate performance trends- Use Excel tools: PivotTables, Conditional Formatting, Charts

Analysis and Insights- Identify strengths, weaknesses, and areas for improvement- Use Excel filters and sorting to analyze data

# RESULTS:





# CONCLUSION:

The conclusion of employee performance analysis using Excel is:

- ✓ Data-driven insights inform decisions.
- ✓ Improved performance and productivity.
- ✓ Enhanced accountability and fairness.
- ✓ Strategic alignment with organizational goal.
- ✓ Identified training needs and succession planning.
- ✓ Competitive advantage through optimized talent management.
- ✓ Excel-based performance analysis drives business success by optimizing employee performance and talent management.